

MINUTES

The minutes of the meeting of the Local Governing Body of The Albert Pye and Ravensmere Schools Federation held at Ravensmere on Thursday 5th December 2019 at 6.00pm.

Present:

Philip Tate (Chair), Sally Brooks, Melanie Mills (Headteacher), Katie Rattenbury, Samantha Thompson

In attendance:

Emma Plane (Business Manager / Clerk to the Governors)

Governors carried out a learning walk at Ravensmere Infant School before the meeting began.

Governors were pleased to note that the unique child is valued and celebrated, which links to the 'No Outsiders' initiative. The children's work on display demonstrates the inclusivity. Governors were impressed by the amazing art work on displays and noted the progression across the year groups. Governors felt that the learning environment demonstrated the broad, balanced and varied curriculum being taught in school. The high quality learning in school is evident through the learning environment.

1 Welcome and apologies for absence

1.1 The Chair welcomed all present to the meeting. Apologies for absence were received from Lindsay Blankley and Gillian Lee.

1.2 Consent was given to both absences.

2 Pecuniary and Other Interests

2.1 There were no declarations of any pecuniary or other interests with regard to items on the agenda.

3 Local Governing Body Membership and Organisation

3.1 There were no changes in the membership of the Local Governing Body since the last meeting to report. An election for a Parent Governor from Ravensmere is underway.

4 Minutes

4.1 The minutes of the previous meeting held on 10th October 2019 were agreed as a true and accurate reflection of the meeting and were duly signed by the Chair.

4.2 Matters arising from the minutes not already covered on the agenda were discussed.

To develop an aide memoire for governors to use during an Ofsted inspection (All governors and senior leaders)	Ongoing through Spring term
Clerk to update the Register of Interests for 2019/20	Completed
To hold an election for a parent governor	Underway
Business Manager to report the results of the parent questionnaires carried out using ParentMail in Autumn 2019	Agenda Item 6.3
Health & Safety Governor to carry out a Health and Safety monitoring visit at Ravensmere during the Autumn term	Conducted on 19.11.19



Business Manager to circulate the wellbeing questionnaire to staff on behalf of governors after the October half term break	Postponed to after Christmas break
Katie Rattenbury to analyse the completed staff wellbeing questionnaires	Postponed to after Christmas break
Business Manager to publish the pupil premium reports on each school's website	Completed
Business Manager to publish the sports premium reports on each school's website	Completed
All governors to record on GovernorHub when they have read Keeping Children Safe in Education (KCSiE) 2019	Sally Brooks confirmed that she has read this but not confirmed in GovernorHub. Clerk to update GovernorHub.
Clerk to add the Pay Policy to the next agenda	Agenda Item 12.2
Sally Brooks to carry out website monitoring at the end of the Autumn term	Not yet due
Clerk to add provision of before/after school care and closure of Ravensmere Arc to the agenda for the next meeting.	Agenda Item 7

5 Input from SLT

5.1 [Governors agreed that they would like to invite the Religious Education and History Subject Leaders to the next meeting to talk to them about their leadership of those subjects.](#)

[Governors agreed that they would like to invite the Early Years Leader to the meeting in Spring 2.](#)

[Governors agreed that they would like to invite the Curriculum Leader and the Teaching and Learning Leader to review progress with the curriculum to the meeting in Summer 1.](#)

6 Educational Performance

6.1 Headteacher's report

Governors considered the written report of the Headteacher, which had been circulated ahead of the meeting.

Governors considered the report from the Active Learning Trust (ALT) Curriculum Review carried out at The Albert Pye on 14th October 2019.

[Governors were pleased to note that the report considers the curriculum to be a strength within the federation and concluded that this is consistent with the view formed from governor monitoring. The Headteacher reported that the Curriculum Leader has met with each subject leader again this half term to review progress with subject leadership. Some subject leaders are further on than others with this work.](#)



Governors asked how the work on leading on the curriculum fits with having a class teaching responsibility. The Headteacher explained that there is set time in the week when the curriculum leader is released from class to carry out this work. The outstanding calibre of many staff within the federation is recognised by ALT and several staff are having a wider impact across the trust.

Governors were pleased to note the positive report. Governors thanked Miss Burch for her work on leadership of the curriculum. Her passion for the curriculum is evident.

A reading review was carried out by Andy Redman and Joy Parke from ALT on 28th November 2019, who are looking at reading across the trust. The report from the meeting was tabled at the meeting as this had just been received. The review had highlighted that there was a significant difference in the performance of boys and girls in the 2019 Key Stage 2 (KS2) cohort. There were significantly more boys than girls in the cohort (37 boys / 23 girls). The 2019 SATs reading paper had 500 words more than previous years. Reading at an average rate for KS2 children, it would have taken 36 minutes to read all the text, leaving only 24 minutes to answer all the questions. The boys didn't perform as well as girls, which is common. However, on closer scrutiny, the girls from the 2019 cohort at Albert Pye were amongst the highest achieving in the Trust, with 91% girls achieving the expected standard. For the boys, 51% achieved the expected standard.

In school, staff have carried out a lot of analysis on the reading paper completed by the 2019 cohort. The identified problem areas were retrieval and inference questions and backing up with evidence from the text. On the 'find and copy' questions, children must copy accurately, as if the copied word is not spelt correctly the mark is not given.

The reading review identified many strengths. The procedures and paperwork are of good quality and key documents are in place. Reading is timetabled for a significant part of each day and DERIC and guided reading take place every day. Pupil perceptions were carried out as part of the review. Teaching of reading was monitored in years 2 and 6 and was found to be of a very high quality. As part of the review, leaders read with a child in year 2 who hadn't met the phonics standard at the end of year 1 and they were impressed with support in place and the progress that the child has made.

There will be a follow up visit to monitor progress in March 2020.

The Headteacher reported that as it is so important that reading books should match children's phonic knowledge (particularly in Key Stage 1 (KS1) and there are new and updated books being produced all the time, a significant amount of money has been spent on books and ensuring that quality resources are in place.

Governors considered the performance data circulated in advance of the meeting.

Governors noted that the school is doing well compared to other PIXL schools nationally.



Given the difference between boys and girls in the 2019 KS2 cohort, governors asked what the split is of boys and girls in the current cohort. The Headteacher explained that it is 29/30, which is a very even split.

Governors requested that the next set of data be broken down by groups (girls/boys, SEND, disadvantaged) so that they are able to consider what is happening for specific cohorts.

Governors asked what is being done to drive improvements for the boys. The Headteacher explained that staff are constantly reflecting on their practice and revising use of texts. For example, Harry Potter and the Philosopher's Stone is being used as a core text for year 6 and an Educational Visit to the Warner Bros. Studio Tour took place on 21st November 2019, which has really excited and engaged the children.

The Headteacher explained that the Assessment Lead analyses the question level analysis (QLA) from PIXL in detail and then meets with each year group to discuss what they need to focus on and prioritise in their teaching.

Governors asked whether stamina for completing the papers is an issue for children. The Headteacher explained that this is the case in year 3 but by year 5 it is no longer the case.

Governors look forward to seeing the impact of DERIC at future meetings.

Governors noted that there will not be a reading review at Ravensmere because reading standards remained high in 2019.

At Ravensmere, work on the outdoor reading garden is underway, as phase 2 of improvements to the outdoor learning environment. Staff have developed a clear vision for it and costs are being obtained.

A very inspiring session about engaging boys in the early years was hosted at The Albert Pye for staff across the Trust on Monday 28th October 2019. Early Years continues to be a strength within the federation, but the staff are constantly reflecting and adapting their practice to have even greater impact for children. Governors look forward to hearing more from the Early Years Leader at their meeting in Spring 2.

6.2 School Development Plans

Governors considered progress against the School Development Plans for 2019/20 as part of item 6.1.

6.3 Parent Questionnaire

Governors considered the results of the Parent Questionnaires completed in October 2019. The questions mirrored those on Ofsted's Parent View.

Governors were pleased with the number of responses received (Albert Pye 259, Ravensmere 49) and agreed that they are happy to use ParentMail to carry out surveys in future. The results were overwhelmingly positive for both schools.

7 Ravensmere Arc Closure

7.1 Morning and Afternoon Club

The Business Manager updated governors with regards to the Morning and Afternoon Clubs that have been offered to parents from both schools with



effect from Monday 4th November 2019 to offer high quality before and after school childcare.

7.2 Ravensmere Arc Building

The Headteacher updated governors with regards to conversations being held with Suffolk County Council regarding the future use of the Ravensmere Arc building. Further updates will be given to governors as and when the situation changes.

8 Performance management

The Headteacher explained the performance management process and **governors were satisfied that it is a robust process that is equitable and fair.**

Governors ratified the pay progression decisions for eligible staff.

9 Safeguarding and health and safety

9.1 The Headteacher informed governors that the ALT Internal Auditor has carried out a trust wide audit of Safeguarding practices. The audit report confirms that safeguarding practices within the federation are thorough.

ACTION – The Safeguarding Governor to complete Appendix A of the Child Protection and Safeguarding Policy by 14th February 2020.

Gillian Lee carried out a monitoring visit for Safeguarding on 28th November 2019 and for Attendance on 28th November 2019. Governors considered the reports which were circulated in advance of the meeting.

9.2 Phil Tate carried out a Health and Safety monitoring visit at Ravensmere on 19th November 2019.

Governors noted the strategic issues highlighted in the report. The Health and Safety Governor will continue to monitor the situation with regards to these priorities.

The Business Manager informed governors that the trust's health and safety management system (HANDSAM) has been updated and she is working through ensuring that this is set up correctly and consistently for both schools. A report from HANDSAM will be presented at the next meeting.

The Business Manager informed governors that an interim Health and Safety audit is taking place on 16th January 2020.

10 Governors' monitoring

10.1 Katie Rattenbury carried out a maths monitoring visit on 15th November 2019, where she attended the parents Maths Share event, and on 25th November 2019, where she met with the Maths Leader to monitor the KS2 books.

Katie praised the leadership of maths and explained that it was clear that there are high expectations for the children. **Governors thanked Mrs Everett for her hard work on the leadership of maths.**

Katie will visit again to look at the books from KS1 at Albert Pye and Ravensmere after the Christmas break.

Safeguarding, Attendance and Health and Safety monitoring visits were discussed under item 9.



10.2 Lindsay Blankley will carry out a reading monitoring visit on 20th January 2020.

11 Governor training and development

11.1 Sally Brooks, Gillian Lee and Samantha Thompson all attended face-to-face session 'Pupil and Staff Wellbeing – the Governors' Role' on 14th October 2019. They reported that it was a useful session.

Samantha Thompson attended the 'Welcome to Governance' session on 27th November 2019 and reported that it was very helpful. Lindsay Blankley is due to attend this session in January 2020.

Katie Rattenbury completed two further NGA Learning Link modules and again recommended them to Governors.

11.2 The clerk reminded governors that they can book face-to-face training sessions directly through GovernorHub and that governors are free to attend as many of those sessions as they wish. They are also able to access a wide variety of online learning through the NGA Learning Link.

12 Compliance

12.1 Federation Specific Policies

Governors approved the Morning and Afternoon Club Policy.

12.2 Trust Policies

Governors adopted the Pay Policy 2019/20.

13 Communication

13.1 There was no communication required with the Trust Board

13.2 There was no communication required with staff

13.3 There was no communication required with parents

14 Date of next meeting – Thursday 6th February 2020 at The Albert Pye

There was no further business and the meeting ended at 8.05pm.

Agreed Actions

1	To develop an aide memoire for governors to use during an Ofsted inspection	All governors and senior leaders
2	To circulate the wellbeing questionnaire to staff on behalf of governors after the Christmas break	Business Manager
3	To analyse the completed staff wellbeing questionnaires	Katie Rattenbury
4	To record on GovernorHub that Sally Brooks has read Keeping Children Safe in Education (KCSiE) 2019	Clerk
5	Website monitoring to be carried out at the end of the Autumn term	Sally Brooks
6	To complete Appendix A of the Child Protection and Safeguarding Policy by 14 th February 2020	Gillian Lee

These minutes are confirmed as a true and accurate record of the meeting.



..... Chair of Governors, FGB 06/02/2020

